



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06 – 34

OPEN TO:
*(See definitions
on last page)*

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION: **PASSPORT AND CITIZENSHIP ASSISTANT**
American Consulate General, Naples
FSN-9: FP-5*

OPENING DATE: **September 15, 2006**

CLOSING DATE: **September 29, 2006**

WORK HOURS: **Full-time; 40 hours/week**

SALARY: ***Not Ordinarily Resident: \$ 39,448 gross p.a. (Starting salary)**
(Position Grade: FP-5 to be confirmed by Washington)

***Ordinarily Resident: Euro 39,748 gross p.a. (Starting salary)**
(Position Grade: FSN-9)

NOTE: With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits before being able to apply for local positions in Italy.

The **Consular Section** at the American Consulate General in Naples is seeking candidates for a position as **Passport and Citizenship Assistant**, available o/a beginning of January, 2007.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

Under the direct supervision of the Chief of the Consular Section, the incumbent acts as the expert on citizenship matters, to include acquisition, transmission, retention and loss of U.S. nationality, as well as on all the requirements and processing of regular tourist, official and diplomatic passports, first time adult passport applications and registration of birth. In performing daily functions, incumbent supervises two full-time assistants as well as interns assigned to the Section in busy periods, and also interacts with and provides guidance to some twenty military passport acceptance agents in Italy.

Duties include but are not limited to the following:

- Reviews applications for passport and reports of birth, examining all supporting documentations and preparing appropriate affidavits;

- Analyzes and resolves claims to U.S. citizenship, handling all complex matters. In this capacity, researches, analyzes and applies all pertaining regulations and makes recommendation for issuance of related status.
- Conducts preliminary interviews of American citizens who wish to renounce their U.S. nationality, advising as to the law, related consequences and offering adequate alternatives.
- Is responsible for planning, tracking and modifying Consular passport processing, thus keeping abreast of new procedures, analyzing their impact on workload, recommending solutions and implementing them.
- Assists the American section Chief in conducting passport training to military passport agents and other military transportation, hospital and human resources personnel throughout Italy.
- Responds to public inquiries regarding the widest range of passport and citizenship matters and drafts related memoranda and correspondence in English and Italian.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion. Language, Abilities and Skills may be tested during the selection process.

Education & Prior Work Experience

College Degree plus **3** years of successful experience in professional work that involves the application of complex regulatory material, analytical ability, and dealing with the public. Of these 3 years, at least one **1** must have been acquired in a managerial and supervisory role.

OR

High School Diploma and **7** years of successful experience in professional work that involves the application of complex regulatory material, analytical ability, and dealing with the public. Of these 7 years, at least one **1** must have been acquired in a managerial and supervisory role.

Language:

English Level IV (fluent), spoken and written.
Italian Level III (good working knowledge), spoken and written.

Knowledge:

Thorough knowledge of U.S. Immigration and Nationality Act (INA), with special attention on acquisition, transmission, retention and loss of U.S. citizenship. Knowledge of U.S. nationality laws with regard to eligibility for diplomatic, official and no-fee blue and regular passports. Good knowledge of Italian laws on nationality.

Abilities and Skills:

Excellent analytical skills to evaluate eligibility for U.S. citizenship. Ability to provide guidance to applicants and process their requests in a timely manner. Strong organizational skills and efficient customer service manner; excellent oral and written communication skills and good typing skills.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates must submit the following application package. **Unless otherwise specified, the application language is English.**

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - For all - Indication of nationality (also dual nationalities) and address of residence.
 - For all non-Italian citizens - Evidence of authorization to work in Italy (**a copy of the permesso di soggiorno must be attached**).
 - For U.S. citizens - Social Security Number
- U.S. Veterans **claiming preference must clearly indicate this in their cover letter and must provide a copy of Form DD-214** (Certificate of Release or Discharge from Active Duty) with their application.
- **Please note that supporting documents showing evidence of the information given in the application may be requested at a later stage.**

Application packages that are inadequate or incomplete will not be considered.

N.B. Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

MAIL APPLICATION TO

American Consulate General
Management Office
Piazza della Repubblica
80122 Naples - FAX: (081) 761-1869

Please note that the Mission does not accept applications by hand, by e-mail or courier service. Applications can be sent either via fax or regular/priority mail.

We are sorry but we cannot acknowledge receipt of faxes.

No applications will be accepted after the deadline.

Closing date for this position is: September 29, 2006

An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

<p>Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.</p>	<p><i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i></p>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreigner or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.